



Summer Intern Opportunity 2025

Job Title: Communications Outreach Intern

Location: Jackson, MS

Reports to: President

Classification: Full Time Associates (Exempt)

Supervisory Function: None

Job Summary:

The Foundation for the Mid South is seeking an energetic, responsible Summer Intern to join our growing organization. The Intern will work in partnership with other staff members to provide support services for the Foundation's program areas. This position offers a unique opportunity to gain an extensive and diverse perspective of the nonprofit sector. Interns may also have the chance to participate in engagement opportunities, which require exceptional writing, research, and analytical abilities.

Key Responsibility

Communication/Outreach Intern:

- Assist with the development and execution of communication strategies to promote the nonprofit's mission and programs.
- Draft and edit content for newsletters, blogs, and social media platforms to engage the community and stakeholders.
- Help maintain the nonprofit's website by updating content, posting events, and ensuring current information.
- Support the coordination and promotion of fundraising campaigns and community events.
- Track and analyze engagement metrics from social media and email campaigns, providing insights and suggestions for improvement.
- Coordinate outreach efforts to local media, community organizations, and partners to raise awareness of the nonprofit's work.
- Assist with creating marketing materials, including flyers, brochures, and posters.
- Maintain and update contact lists for stakeholders, donors, volunteers, and supporters.
- Provide administrative support to the communications team as needed, including scheduling meetings and preparing materials.
- Attend events and meetings to help document and share activities and outcomes.

Qualifications:

Summer internship dates can be flexible depending on the student's academic schedule.

Education: Must be pursuing a bachelor's or associate degree or graduating senior and entering an undergraduate program.

Skills:

- Ability to write clear, concise, and well-structured reports, research papers, and summaries.
- Capability to present findings, participate in meetings, and discuss research topics with peers or supervisors.
- Ability to collaborate with other team members, researchers, or stakeholders.

Ethical and Professional Standards:

- Understanding the importance of confidentiality, especially with sensitive data.
- Familiarity with ethical guidelines for conducting research, including human subjects, data integrity, and transparency

Software Proficiency: Knowledge of specific research tools and software (e.g., Excel, Microsoft 365, and Adobe) depending on the research area.

****Salary Range: \$12 to \$18 per hour****

Qualified applicants should submit a letter of interest and resume to careers@fndmidsouth.org. All materials should be addressed to Meshelle Rawls, VP of People & Culture.

The deadline for applying is April 25, 2025

Physical Requirements and Working Conditions. This position is primarily held in an office setting and will require occasional travel.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the sole discretion of the Employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.

The Foundation for the Mid South is an Equal Opportunity Employer with a commitment to diversity. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

About the Foundation:

Founded in 1990, the Foundation for the Mid South is a regional foundation that improves individuals and communities by bringing people together, strengthening communities, and multiplying resources. By working with a wide range of resources, skills, and talents, the Foundation strives to nurture families and children, improve schools, and build economies for all throughout Arkansas, Louisiana, and Mississippi. For more information, please visit: www.fndmidsouth.org.